

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 184  
OCTOBER 7, 2015 – WORK SESSION**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, October 7, 2015, at 9:00 a.m., in the Island County Admin. Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:**        **Helen Price Johnson, Chair**                      **Staff: Nicole Tesch**  
   **Richard Hannold, Member**  
   **Jill Johnson, Member**

**Staff Present:**     **Bill Oakes, Director, Joantha Guthrie, Steve Marx, Jan vanMuyden, Eric Brooks**

**Others Present:** **Ryan Elting, Conservation Director, WCLT**

Record @ 00:05

**Public Works**

**Subject/Description:**   **Septage Treatment Plant upgrade**

**Attachment:** none

**Information:** Bill Oakes briefed the Board on recommended improvements to the Coupeville septage treatment plant. Two new digesters would extend the plant's capacity to handle the next 20 years at a cost of 2.7 million versus an investment of 1.7 million that would only ensure capacity for the next five years.

**Follow up:** Okay with full Board to move forward with contract amendment for 20 year design.

**Subject/Description:**   **Amendment to 2015-2020 Capital Improvement Plan**

**Attachment:**   Memo dated 10/7/15 from Public Works to BOCC

**Action Requested:**   Bill Oakes reviewed the draft amendments to the 2015-2020 and the proposed 2016-2021 CIP.

**Follow up:** Okay with full Board.

**Subject/Description:**   **Transportation Element Goals & Policies   (cont from 9/16/15)**

**Attachment:**   yes

**Discussion:** Bill Oakes reviewed the proposed changes discussed with the Board at their September 16, 2015.

**Follow up:** Okay with full Board.

**Parks**

**Subject/Description:**   **Agreement for the Purchase and Sale Donation of Conservation Easement for the Glendale Shoreline Beach Access (Grant 14-1531)**

**Attachment:**   Memo dated 10/7/15 from Public Works/Parks to BOCC

**Action Requested:**   Approval of Agreement between Island County and Whidbey Island Camano Land Trust for the purpose of defining the terms and conditions under which the purchase and sale of Conservation Easements over Tract 1 and 2 of the Glendale Shoreline Beach Access are to be made.

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**Follow up:** Okay with full Board.

**DEM**

**Subject/Description:** Position .5 FTE Emergency Mgt. Coord.

**Attachment:** Memo dated 9/25/15 from Eric Brooks, to BOCC

**Action Requested:** Eric Brooks requested approval to hire a .5 FTE Emergency Management Assistant. The position will be funded 100% from the FY15 Emergency Management Performance Grant

**Follow up:** Okay with full Board to move forward through the process.

**Roads**

**Subject/Description:** Opening Unopened County Right of Way

**Attachment:** Application to perform work on county road right-of-way

**Action Requested:** Approval of petition to open unopened County right of way, Ander Park Road, submitted by Rolfe Watson to improve road to county standards and install utilities.

**Follow up:** Okay with full Board.

**Subject/Description:** Road Fund Purpose Changes for Island Counties

**Attachment:** yes

**Information:** Bill Oakes informed the Board about the new section of code that would allow counties (Island & San Juan) to use road funds for marine navigation and moorage purposes. The County would need to designate a special account within the road fund and submit a report to CRAB.

**Follow up:** Information only.

**Human Resources  
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, October 7, 2015 at 10:00 a.m., in the Island County Admin. Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Richard Hannold, Member  
Jill Johnson, Member

**Staff:** Nicole Tesch

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director, Andrew Somers, Court Administer

Record @ 50:22

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

**Public Health**

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- WIC Certifier, increase FTE from .4 to .8, #102/15
- WIC Certifier, increase FTE from .73 to 1, #103/15

*Commissioner Johnson moved to approve Job Requisitions #102/05 & 103/15. The motion was seconded Commissioner Hannold and carried unanimously.*

**Status Change Form**

**Superior Court**

- Change pay grade for CASA position from C-7 to C-8  
*Commissioner Hannold move to approve the status change form for Employee #12195.  
The motion was seconded by Commissioner Johnson and carried unanimously.*

**Prosecuting Attorney**

- Hours Adjustment – Employee will work 40 hours/week until a hiring decision is made for replacing Marcia Hardy.  
*Commissioner Hannold move to approve the status change form for Employee #12400.  
The motion was seconded by Commissioner Johnson and carried unanimously.*

**Central Services  
Summary Minutes**

Work Session was held between the County Commissioners and Central Services on Wednesday, October 7, 2015, at 10:25 a.m., in the Island County Admin. Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Richard Hannold, Member  
Jill Johnson, Member

**Staff:** Nicole Tesch

**Staff Present:** John Kent, IT Director

**Others Present:** Elaine Marlow, Budget Director

**Subject/Description:** Contract with Seitel Systems, LLC to perform an IT Network Assessment

**Attachment:** yes

**Action Requested:** Approval of Purchase Order No. 10203 with Seitel Systems, LLC to perform IT Network Assessment; Amount: \$12,000.00.

**Follow up:** Okay with full Board to move forward to a Tuesday agenda.

**Subject/Description:** Contract with RGen (Akshat Corporation) for change order #IC-101/#IC-102

**Attachment:** yes

**Action Requested:** Approval of Purchase Order No. 10458 with RGen Solutions (Akshat Corporation); Web Design Change Order Nos. IC-101/102 to amend existing Web Design Contract to include implementation; Amount: \$118, 695.00.

**Follow up:** Okay with full Board to move forward to a Tuesday agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 187  
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**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, October 7, 2015, at 10:40 a.m., in the Island County Admin. Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Richard Hannold, Member  
Jill Johnson, Member

**Staff:** Nicole Tesch

**Present:** Wanda Grone, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:19:26

**Subject/Description:** Port of Coupeville Installment Payment Schedule

**Attachment:** Amendment to the Executory Conditional Sale contract

**Action Requested:** Approval to move forward with the amendment to the Executory Conditional Sale Contract, dated September 15, 1997, between Island County and Port of Coupeville restating the Port of Coupeville's payment schedule for the remaining balance.

**Follow up:** Okay with full Board.

**Commissioners Agenda  
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, October 7, 2015 at 10:50 a.m., in the Island County Admin. Building, Room 116, Coupeville, WA.

Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Richard Hannold, Member  
Jill Johnson, Member

**Staff:** Nicole Tesch

**Others Present:** Elaine Marlow, Budget Director

**Subject/Description:** Consider reappointments to Ebey's Landing National Historical Reserve Trust Board

**Attachments:** yes

**Action Requested:** The Board considered reappointments to Ebey's Landing National Historical Reserve Trust Board.

**Follow up:** Okay with full Board to move forward to Tuesday's agenda.

**Subject/Description:** Personnel Status Change

**Attachments:** yes

**Action Requested:** Approval of personnel status change.

**Follow up:** Commissioner Johnson moved to approve a 2.5% merit increase for the Human Resources Director. The motion was seconded by Commissioner Hannold and carried unanimously.

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**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, October 7, 2015, at 11:05 a.m., in the Island County Admin. Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:** Helen Price Johnson, Chair  
Richard Hannold, Member  
Jill Johnson, Member

**Staff:** Nicole Tesch

**Staff Present:** Keith Higman, Director

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:35:28

**Community & Family Health**

**Subject/Description:** Request for Competitive Solicitation Waiver for Medical Consultation Services

**Attachment:** Memo dated 10/7/15 from Keith Higman, to BOCC

**Action Requested:** Approval of a Request for Exception from the competitive solicitation procurement for medical consultation for the Tuberculosis Program; Dr. Christopher Spitters for the 2016 contract period.

**Follow up:** Okay with full Board to move forward to a Tuesday agenda.

**Subject/Description:** Skagit/Island Head Start & ECEAP of Skagit Valley College

**Attachment:** Interlocal Agreement No. ITL516313

**Action Requested:** Approval of Interlocal Agreement between Skagit/Islands Head Start & ECEAP of Skagit Valley College to provide; health consultation by a Public Health Nurse, to the staff members and families of Skagit/Islands Head Start in Island County; Period of Performance: September 1, 2015-August 31; Amount: not to exceed \$70.00/hour, up to a total for the period not to exceed \$1,500.00.

**Follow up:** Okay with full Board to move forward to a Tuesday agenda.

**Environmental Health**

**Subject/Description:** Opportunity Council – Septic Inspection Intake & Referral Program

**Attachment:** Agreement for Services

**Action Requested:** Agreement with Opportunity Council; Island County Septic Inspection Intake and Referral Program; Agreement Period: 7/1/15-6/30/17; Amount: Not to exceed \$7,500.00.

**Follow up:** Okay with full Board to move forward to a Tuesday agenda.

**Department of Natural Resources  
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on Wednesday, October 7, 2015 at 11:10 a.m., in the Island County Admin. Building, Room 116, Coupeville, WA. Present were:

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**County Commissioners:**     **Helen Price Johnson, Chair**  
   **Richard Hannold, Member**  
   **Jill Johnson, Member**

**Staff:** Nicole Tesch

**Staff Present:**     **Keith Higman, Director, Michelle Tefft**

**Others Present:**     **Elaine Marlow, Budget Director**

**Subject/Description:** **Local Integrating Organization contract amendment with Puget Sound Partnership**

**Attachment:** Amendment No. 4

**Action Requested:** Approval of Contract Amendment No. 4 with Puget Sound Partnership ; amendment revises the start date of Task 5 to allow for the County's billing of services provided from June 29, 2015 forward and revising Task 5 deliverable due dates to align with the overall development process and timeline of the 2016 Action Agenda. Contract No. 2015-01; Amount: No Change

**Follow up:** Okay with full Board to move to a Tuesday consent agenda.

**Subject/Description:** **Lead Entity Contract with WA State Recreation and Conservation Office**

**Attachment:** Contract

**Action Requested:** **Postponed.**

**Follow up:**

**EXECUTIVE SESSION ANNOUNCED**

Commissioner Price Johnson announced the Board would recess and reconvene in Executive Session at 11:30 a.m., as allowed under RCW 42.30.110 (1)(g) to review the performance of a public employee. The Executive Session will take place in the Administration Building Room 214 and is expected to last 30 minutes with no announcement anticipated.

At 12:00 noon Commissioner Price Johnson announced the Board would need an additional 30 minutes for their Executive Session.

Following lunch the Board reconvened at 1:00 p.m. in regular session to authorize the Human Resources and Budget Director to act on behalf of the Board based on the conversation in the Executive Session.

*Commissioner Johnson moved to authorize the Human Resources Director and the Budget Director to take action on the Boards behalf as the result of the evaluation of a public employee. The motion was seconded by Commissioner Hannold and carried unanimously.*

The Board recessed until 1:30 at which time they reconvened in Executive Session as allowed under RCW 42.30.110(1) (b) to discuss acquisition of real estate. The Executive Session lasted 20 minutes with not announcement in open public session.

The meeting adjourned at 1:50 p.m.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 190  
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BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Helen Price Johnson, Chair

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Richard M. Hannold, Member

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Jill Johnson, Member

ATTEST:

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Debbie Thompson, Clerk of the Board